

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

ACCESSIONING, DISPOSITION, HOLDINGS

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ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	57	452	
2. RECORDS ACCESSIONED	492	4,907	110,739
3. RECORDS DISPOSED OF AT CENTER	105	956	20,792
4. RECORDS TRANSFERRED FROM CENTER	135	746	29,871
5. RECORDS HOLDINGS	60,076		
6. INTELLIGENCE REPORTS RECEIVED	153	1,464	56,445
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	32	513	23,756
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	47	415	13,164
9. INTELLIGENCE REPORTS HOLDINGS	19,525		
10. VITAL RECORDS RECEIVED	36	623	15,329
11. VITAL RECORDS DISPOSED OF AT CENTER	21	221	3,837
12. VITAL RECORDS TRANSFERRED FROM CENTER	15	53	2,374
13. VITAL RECORDS HOLDINGS	9,118		
14. ARCHIVES ACCESSIONED	14	434	4,420
15. ARCHIVES DISPOSED OF AT CENTER	3	16	42
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	884
17. ARCHIVES HOLDINGS	3,494		
18. TOTAL HOLDINGS	* 92,213		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,063	24,704	681,094
20. INFORMATIONAL REQUESTS	507	3,533	32,909
21. Archival Documents	129	1,084	
22. INTELLIGENCE REPORTS	3,500	29,289	
23. VITAL RECORDS	281	1,714	
24. TOTAL	8,480	60,324	
25. NO. OF PAGES REPRODUCED	262	1,150	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	69,646	568,182	
A. INITIAL RECEIPT	67,937	557,295	
B. RETURNS	1,709	10,887	
27. Archival Documents	1,319	8,137	
28. VITAL RECORDS	1,749	4,990	
29. TOTAL	72,714	581,309	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
30. TOTAL CAPACITY	106,650	
31. UTILIZED	89,251	
32. COMMITTED		
33. AVAILABLE	17,399	

SECRET

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR DECEMBER 1966

1. The accessions amounted to 695 cubic feet of records; this is about 50 per cent less than the monthly average for FY 1967 to date. This decrease is seasonal and will climb again in January 1967.

2. Disposition action was taken on 358 cubic feet of obsolete records. A system has been worked out by [] Security so that one category of the special records can be moved into the Security holding area along with the routine records until they can be destroyed. The category with the largest volume is still a problem, and there are still several hundred cubic feet on A&RC shelves pending final destruction.

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3. The Total Holdings now amount to 92,213 cubic feet. There are 2,962 cubic feet of inactive USIB produced reference material stored in the Federal Records Center in Alexandria.

4. There were 8,480 reference items pulled and forwarded to various requestors in the Agency, other U. S. agencies and foreign governments.

5. [] attended the December IRAC meeting at the National Archives.

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6. [] attended the Agency Records Officers' Meeting at Headquarters.

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7. Visitors:

Edward G. Campbell, Director Region #3, GSA; Gordon I. Williams, Chief, Region Federal Records Center; and Carl J. McDonald, Chief, Region #3 Military Records Center visited the A&RC and discussed the possible take-over of certain CIA Records by GSA.

RID	1	Deposit Sensitive Vital Records
RID	1	Briefing & Tour

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